

Resume and CV

#Resume

A Resume is a Document used and created by person to present their:

- Background
- Skills
- Accomplishment ,etc

They can be used for variety of purposes, but most often they are used for/to secure a new employment.

Your resume not only tells your employer about your skill and qualification, but the way it is written also speak volume of about your attitude, your personality and what you are in your and real life.

In short your resume is the first chance to impress your employer and we know in most cases first impression is the last impression.

Before writing your resume ask yourself ,will this help for us to get shortlisted in the interview if the answer is yes ,write it down else don't.

Purpose of Resume:

The purpose of resume to get you shortlisted for an interview.

What gets you shortlisted for an foreign interview.

1) Presentation of Resume:

Whether your resume is easy to read and makes your visual first impression.

2) Content of Resume:

Is your resume convey a relevant skills and experiences effectively.

These two points should be considered at top priority while writing a resume.

How to create an effective Resume?

I] parts of resume:

Let us first discuss different part of Resume. Making a good resume required a good amount of patience and great attention to details.

You have creat your great resume once in your life, after that you have to update it likewise.

1) Heading section:

Heading section contains your:

- Name
- Phone No.
- Email
- Portfolio link- GitHub ,Behance , linkedIn ,etc.

If you are more number of links ,you should include those by creating new section.

- Always use of professional email ID.

e.g. firstname.lastname@gmail.com

- Don't use and professional email ID

e.g. coolboy@gmail.com ,etc

Do not include your photograph in your heading section. Unless specifically asked for it by the company photography unnecessary and not required

- Unless specifically asked do not mention your age and gender.

2) Education Details:

It contain all your educational details from 10th std onward. It should include

- Time period
- Name of the institute
- Name of the degree
- Academic performance

Always mention details in reverse chronological order (i.e. most recently first).

While mentioning the academic performance of degree, do not mention semester wise academic performance, your CGPA is enough .

Do not mention all subjects that you have studied in your graduation in your resume.

Mention only those subjects relevant to the job that you are applying for.

3) Internship and Work Experience:

This is most important section of your resume.

If you have done internship before ,it will be practical proof of your in front of your employer that you have the skills and can do the job.

If you don't have done internship , mention your work with NGO's ,Non-profitable organization ,etc. It should include:

- Name of organization
- Profile and time period for which you worked.
- Brief discussion of actual work done by you.

(Don't leave this blank)

e.g. If you worked on web development, don't simply say "I build a website", but also mention technology and framework that you use, challenges you face ,what you did to overcome those?, And reward you received.

For Non-tech profile like content writer, don't mention only "I wrote this", give it's description.

- Follow reverse chronological order in this section (Most recent first).
- Don't leave it black and don't give generic description.
- Don't make any spelling and grammatical mistake.
- Avoid using industry specific jargons, Make it simple and read to understand.

4) Project Section:

This is also an important section of your resume. It is a way of demonstrating any academic project work that you have done independently and what you are capable of.

It should include:

- Title of your project
- Duration of the project
- Brief description about the project
- Mention links of published/online projects.

5) Skills:

In this section, you can mention any specific skills that you have and relevant to the profile that you are applying for.

You can mention two types of skills:

- Hard skills
- Soft skills

i) Hard skills:

Hard skills are technical skills or knowledge that you have gained while doing your graduation, an internship, a workshop, a seminar, training, etc.

A good example of technical skill of student from software engineering background are only programming language like Java, Python, etc.

For candidate of non-technical background few examples of hard skills might be

MS-Excel, Graphic design, Tally, etc.

ii) Soft skills:

Soft skills are the personal habits and traits that shape how you work on your own and with others.

e.g. Effective communication, time management, interpersonal skills, active listening, leadership, etc.

Before mentioning your soft skills, verify them first by going through your posts.

Arrange skills in various levels like:

- Beginner
- Intermediate
- Advance

Place the skills that you consider to have advance level of experience with before the skills which you are considered you as a beginner.

This helps draw an employee's attention to your advance skills before those are beginner level skills.

Place hard skills before your soft skills.

Maintain balance between different levels of skills. Mention the skills that reflect the Internship/job position.

Don't include the things that are very common e.g. knowledge of Win-10, hardworking, etc.

6) Training and Workshops:

In general company gives less weightage to training and workshops compare to your internship and projects.

It can contain:

- A short description(1-2 lines) with duration or time spent on training / workshop.
- Details of any online training and courses you have done.

Avoid filling this section up with too many and details of irrelevant workshops(1 day training).

Follow reverse chronological order and customize as per requirement.

7) Awards and Achievements:

This section contains list of achievement such as award received, Competition won, major position of responsibilities or any academic distinction you may have received.

Avoid filling this section up with insignificant or too old details from your school days,

Put yourself in the particular position and think.

8) Additional Details:

It covers everything else you have to convey your employer but has not been covered in above sections.

It may contain:

- Extra curriculum activities you have participated in college or school.
- Minor positions of responsibilities that you may have handled but didn't mentioned before sections.
- It can also contains hobbies and interests.

Keep this section very good short and include things only if they are relevant.

#Note: The resume may or may not contain all the sections mentioned above.

e.g.

if you didn't have any word , you can skip the section.

if you didn't done extra curriculum activities leave it out.

Try to be honest and write what applicable to you.